Step 1 – Registration





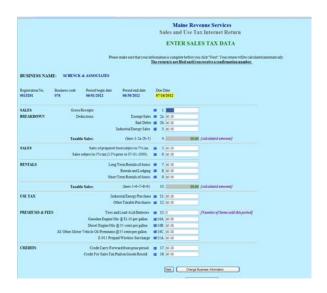
To register, you will need your

- seven-digit sales, use, or service provider tax registration number, and
- a six-character password that you create.

On your first visit, you will be prompted to confirm your password and provide your three digit business code and some additional information. Your **e-mail address is very important** as we will use this for future notifications and filing reminders.

Choose "File Return" under Select Activity to begin entering data. On the next screen enter the beginning of the period you are filing for.

Step 2 – Enter Data



Begin entering your data in the applicable lines.

Key points to remember

- An entry on line 1 is required. If you have zero gross sales, you only need to indicate 0.00 on line 1 and hit next at the bottom of the screen.
- All entries must use the format of two decimal places (example 123.45).
- There is no need to enter data on non-applicable lines.
- If there are math errors, you will be prompted to fix them before continuing on.

The next screen will show you the calculated return and allow you to make any corrections before continuing.

Click **CONFIRM** to complete the return.

Click **MAKE PAYMENT** to select a payment option.

Step 3 – Select Payment Option

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Once your return is correct, the next step is to select a payment option.

- Selecting the debit method will prompt you to give us authorization to take the funds out of your bank account. With this option you can also delay when the money will be deducted from your account, but no later than the due date. You will receive a payment confirmation number.
- Selecting the credit method will remind you that you must contact your bank and send us the funds. (This option requires prior authorization.)
- Selecting check will create a payment voucher for you to print out and enclose with your remittance.

Step 4 – Confirmation



After selecting your payment option, you will see a Completed tax return that shows your final tax return, payment option, and confirmation number.

You can print this return for your files. Use your print function from your browser to print out a completed return with the confirmation number automatically printed on it.

You will be able to return to the Activity screen to perform other activities such as filing another return, reprinting returns or payment vouchers, changing your password and changing your business or banking information.

How do I get help if I forget my password or cannot complete a return?

You must contact Maine Revenue Service at (207) 624-9693 weekdays between the hours of 8AM and 5PM to have your password reset. You will be asked for business identification numbers.

Frequently Asked Questions

Who can file online?

All registered retailers with Maine Revenue Services can file online including those who file consolidated returns and those who file a use tax only return.

Can I file an amended return online?

No. Only original returns can be filed online. Amended returns must be filed on paper returns.

I have an electronic filing waiver. Will I continue to receive paper returns as a reminder to file?

After you have successfully filed two (2) returns online we will stop sending paper returns. Timely reminders to file are sent through e-mail. In your online registration process, you will be asked for your e-mail address. It is important to notify us whenever your e-mail address changes to avoid undeliverable messages.

How do I make changes to my account?

From the Select an Activity page, choose "Change Business Information" from the drop down menu or select the "Change Business Information" button at the bottom of the data entry screen.

How do I change my bank ACH information?

You can choose "Change Banking Information" at the Select an Activity page. You are also prompted with a "Change Banking Information" button when choosing the ACH Debit method on the Payment Options screen.

What if I have general sales or service provider tax questions?

General assistance is available weekdays by calling (207) 624-9693 between the hours of 8AM and 5PM. You can also contact us at sales.tax@maine.gov.

Maine Sales, Use & Service Provider Tax Internet Filing

In 4 Easy Steps

- Registration
- Data Entry
- Payment Option
- Confirmation

http://www.maine.gov/revenue



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